

TAB

DISSEMINATION ORDER FORM

1. Purpose of Dissemination Order form

- a. Advise Central Records of ORE intelligence studies being sent to it for distribution and storage
- b. Direct Central Records to disseminate ORE intelligence studies
- c. Advise ORE of prescribed dissemination

2. Dissemination Order Procedure

a. Dissemination Branch

- (1) Prepares file folder for study; inserts copy of study and any preliminary correspondence relating to the dissemination of the study
- (2) Determines dissemination
- (3) Prepares an original and two tissues (buff and green) of the Dissemination Order
- (4) Transmits Order and copies
Original, to Central Records
Buff tissue to ORE
- (5) Files green tissue of Dissemination Order in study folder

b. Central Records

- (1) Receives copies of ORE study and stores in Central Records
- (2) Prepares control folder for study
- (3) Distributes copies of study in accordance with Dissemination Order
- (4) Indicates date distribution is accomplished on original copy of the Dissemination Order
- (5) Files original copy of Order in study folder

TO: CHIEF, CENTRAL RECORDS

ORE STUDY AND TITLE

No.

OFFICE OF COLLECTION AND DISSEMINATION

DISSEMINATION ORDER No.

DATE:

[illegible]

Distribute above designated papers under Standard CIA Routing Slip for dissemination of intelligence materials.

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